



**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF**

**Annex P**

Name of Administrative Staff: ARACELI M. MANAGBANAG

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.43	70%	3.10
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	5	30%	1.50
<b>TOTAL NUMERICAL RATING</b>			<b>4.60</b>

TOTAL NUMERICAL RATING: 4.60


Add: Additional Approved Points, if any:                     

TOTAL NUMERICAL RATING:                     


FINAL NUMERICAL RATING 4.60

ADJECTIVAL RATING: Outstanding

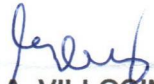
Prepared by:

  
**ARACELI M. MANAGBANAG**  
Name of Staff


Reviewed by:

  
**CHARIS B. LIMBO**  
Department/Office Head

Recommending Approval:

  
**ALELI A. VILLOCINO**  
Dean, College of Education

Approved:

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **Ms. Araceli M. Managbanag**, Administrative Aide of the Institute of Human Kinetics commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January to June 2020**.

**ARACELI M. MANAGBANAG**

Ratee

**CHARIS B. LIMBO**

Director, IHK

Date: \_\_\_\_\_

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accom-	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<b>Administrative Support Services</b>									
Efficient and customer-friendly	0% complaint from client served	Served clients	100% no complaint	100% no complaint	4	5	5	4.67	
Student Development & Welfare Support	Percentage of documents requested by students served on time; 1. Varsity PE classes Exemption forms 2. Travel Forms: a. Travel Order b. Waiver/Parental c. Itinerary of Travel (Appendix A) d. Travel Complete (Appendix B) e. Travel Vouchers f. Cash Advance Liquidation/Replenishment of Expenses g. Payroll (Coaches & Varsity athletes)	Served documents as requested  Released forms every after midterm exam  Prepared documents as requested	75%	75%	4	5	4	4.33	



	Students' Grades Inquiries & Completion of Grades served and released	Released grades to students applying for financial assistance	10	12	4	4.5	4	4.17	
	Number of end-users of the VSU Sports Facilities & billed of accounts served on time	Served & logged Sports facilities reservations	8	10	5	4	4	4.33	January-March 10, 2020 (Sports activities was suspended due to COVID 19)
Teaching Performance Evaluation	Number of faculty/subjects sections evaluated and evaluation instruments submitted to OVPI within the day of evaluation	Facilitated teaching performance evaluation and submitted the same to OVPI	No evaluation due to COVID-19						2nd sem., SY 2019-2020, co evaluation due to COVID 19 for
	Number of IPCRs encoded and reproduced	Encoded and reproduced IPCR as scheduled	3	3	5	5	4	4.67	
	Number of Final Individual Rating for IHK Faculty/Staff IPCR supporting and documents computed, encoded and reproduced	Prepared/encoded/ reproduced as scheduled	15 faculty	30 supporting documents computed and	5	5	4	4.67	
Teaching Load	Number of Individual Faculty workload prepared/computed & submitted/approved by the Dean within 1 day from submission	Prepared/encoded and submitted Individual Faculty workload	11 faculty	16 faculty	5	5	4	4.67	2nd sem., SY 2019-2020
	Number of teaching load/subjects prepared/encoded/reported/ submitted	Actual teaching load report prepared/encoded	60	157 subject encoded	5	5	4	4.67	2nd sem., SY 2019-2020
	Number of Projected Faculty Workload prepared as supporting documents for renewal of appointment	Prepared/computed projected faculty workload	15	25	5	5	4	4.67	2nd sem., SY 2019-2020
Secretariat Works	Number of documents prepared/ encoded and submitted within a specified time	Prepared/encoded and submitted documents within specified time	100	100	4	4	4	4	

	Standard Government Forms - DTRs/CSRs - Payrolls - Purchase Request - Travel Order - Disbursement Vouchers - RIS - Trip Tickets								
	- Cash Advance/Liquidation/ Reimbursement -Travel - Cash Advance -Purchases - Contract of Services (JO)		3	8	4	5	4	4.33	
	Number of documents facilitated for unit head's	Facilitated documents for unit head's	200	200	4	4	4	4	
Total Over-all Rating					54	56.5	49	53.18	
Averaged Rating					4.5	4.71	4.08	4.43	
Overall divide by number of items of									

Average Rating (Total Over-all rating divided by 4)	17.72	4.43
Additional Points:		
Punctuality		
Approved Additional points (with copy of approval)		
FINAL RATING		
ADJECTIVAL RATING		

Comments and Recommendations for Development Purposes

*demonstrates expertise in all areas of work related to her functions. With commendable work attitude.*

Evaluated & Rated by:

CHARIS B. LIMBO

Unit Head

Date: \_\_\_\_\_

Recommending Approval:

ALELIA. VILLOCINO

College Dean

Date: \_\_\_\_\_

Approved:

BEATRIZ S. BELONIAS

Vice-President for Academic Affairs

Date: \_\_\_\_\_





## Instrument for Performance Effectiveness of Administrative Staff

Rating Period: **January – June 2020**

Name of Staff: **Araceli M. Managbanag**

Position: **Administrative Aide III**

**Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.**

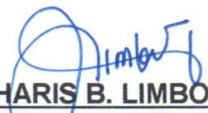
Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1

11. Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12. Willing to be trained and developed	5	4	3	2	1
Total Score					60

B. Leadership & Management (For supervisors only to be rated by higher supervisor)					Scale				
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1				
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1				
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1				
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1				
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1				
Total Score									
Average Score						5			

Overall recommendation : *demonstrates expertise in all areas of work related to her position, with commendable work attitude!*

  
**CHARIS B. LIMBO**  
 Printed Name and Signature  
 Head of Office



## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ARACELI M. MANAGBANAG**

Performance Rating: Outstanding

Aim: To improve filing documents

Proposed Intervention to Improve Performance:

To hire clerk to work in the office since the existing clerk will be retiring middle of 2021 & hire additional clerk (JO) to assist in filing ISO documents and other office works since the unit is involve in almost all University-wide activities

Date: January 2021

Target Date: July 2021

First Step:

- \* Hire JO
- \* Orient newly hired clerk

Result:

- \* Easy retrieval of the documents needed

Date: July – December 2020

Target Date: July – December 2020


Next Step: Sort documents according to program for ISO purposes

Outcome: Easy access to documents needed

Final Step/Recommendation:

Effective in retrieving documents to support activities or programs

Prepared by:

  
**CHARIS B. LIMBO**  
Unit Head

Conforme:

  
**ARACELI M. MANAGBANAG**  
Name of Ratee/Staff